



# Thrift Savings Plan BULLETIN

for Service TSP Representatives

**Subject:** Web-based Thrift Savings Plan Data Submission Application

**Date:** April 6, 2005

This bulletin discusses the Web-based Thrift Savings Plan (TSP) data submission application and the certificate that is necessary to use this application.

**Purpose of the application.** The Web-based data submission application allows payroll offices to submit employee data, contributions, negative adjustments, and loan payments to the TSP. After entering the data into the application and certifying its accuracy, the payroll office electronically submits the data to the TSP using the Web connection. Upon receiving the appropriate journal voucher (e.g., TSP-U-2), which the payroll office must complete to authorize the transfer of funds, the TSP processes the submission.

Submitting data to the TSP via the Web-based application is more efficient than submitting data using the personal computer (PC) submission program. Consequently, we strongly encourage payroll offices to use the Web-based application.

*(continued on next page)*

---

**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at 202-942-1460.

Questions concerning the process for obtaining certificates should be directed to the TSP Operations Branch, Agency Technical Support Section at 504-255-5110.

**Chapter:** This bulletin may be filed in Chapter 5, Establishing and Maintaining Accounts.

**Supersedes:** This bulletin supersedes TSP Bulletin 04-U-4, Announcement of the TSP Web-based Thrift Savings Plan Submission Application, dated February 4, 2004.

**Obtaining the required certificate.** Because it is critical to ensure the security of the data being transmitted, payroll offices must obtain a certificate to use the Web-based application. To obtain a certificate, the payroll office representative(s) authorized by the service to submit data to the TSP must complete the form Thrift Savings Plan Certificate Action Request and submit it along with the required identification to the address on the form. To retrieve and install the certification after the request has been approved, the payroll office representative should follow the instructions "Retrieve a TSP/Verisign-Issued User Certificate."

A handwritten signature in black ink, reading "Pamela-Jeanne Moran". The signature is written in a cursive, flowing style.

PAMELA-JEANNE MORAN  
Director  
Office of Benefits Services



# THRIFT SAVINGS PLAN CERTIFICATE ACTION REQUEST

Use this form to obtain a certificate which will enable you to submit employee data, current payment, late payment, negative adjustment, and loan payment records to the Thrift Savings Plan (TSP) using the TSP's Web-based data submission application. Also use this form to revoke a certificate that had been granted.

Submit the form to the address on the back and attach two clear legible copies of identification containing a picture of the subscriber. One of the picture IDs must have been issued by the Federal government or a state or local government.

## I. SUBSCRIBER — (Requestor) Information

Subscriber Name (First, Middle Initial, Last)		Last Five Digits of Social Security Number	Payroll Office Number
Organization Name		Office Address	
City		State	Zip Code
Telephone Number	Facsimile Number		E-mail Address

## II. ACTION REQUESTED

- ☐ **New Certificate**
- ☐ **Revoke Certificate**

Reason for revocation (See instructions)
--

## III. SUBSCRIBER STATEMENT AND SIGNATURE

I have read and understand the Subscriber Agreement at <http://www.versign.com/repository/subscriber/SUBAGR.html> and my signature on this document, by hand, is my agreement to abide by it and the policies and rules of the Thrift Savings Plan.

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Subscriber Signature	Date
----------------------	------

## IV. HIGHER LEVEL APPROVAL (AGENCY OR SERVICE)

Name of Approving Official	Title	Telephone Number
Signature of Approving Official	Date	E-mail Address

## V. PROOF OF IDENTITY (TO BE COMPLETED BY TSP)

Identification 1	ID Issuer	ID Number	ID Date
Identification 2	ID Issuer	ID Number	ID Date

## IDENTIFICATION VERIFICATION BY TSP

Name and Title	Signature	Date
----------------	-----------	------

---

## INSTRUCTIONS FOR COMPLETING TSP CERTIFICATE ACTION REQUEST FORM

---

Submit completed form and the identification described in Part V to:

Thrift Savings Plan  
P.O. Box 61500  
New Orleans, LA 70161-1500  
Attn: Operations Branch, Agency Technical Support Section

---

### I. SUBSCRIBER INFORMATION

**Subscriber (Requestor) Name** — Enter first name, middle initial, and last name of the subscriber (up to 150 characters).

**Last Five Digits of the SSN** — Enter last five digits of the Social Security number of the subscriber.

**Payroll Office Number** — Enter eight-digit payroll office number of the subscriber.

**Organization Name** — Enter name of the employing organization of the subscriber.

**Office Address** — Enter street address and any necessary organizational components (up to 100 characters).

**City** — Enter the city (up to 40 characters).

**State** — Enter 2-character state code.

**Zip Code** — Enter Zip code (5-9 characters).

**Office Telephone Number** — Enter the commercial telephone number of the subscriber (including the area code).

**Office Facsimile** — Enter the commercial facsimile number of the subscriber.

**Office E-mail Address** — Enter the e-mail address of the subscriber.

---

### II. ACTION REQUESTED

Check box to indicate whether the request is for a new certificate or to revoke a certificate.

If the request is to revoke a certificate, also indicate the reason for the revocation.

Typical reasons for requesting revocation are:

1. You no longer wish to have a certificate.
2. You have changed your legal name.
3. You have forgotten the password to your certificate.
4. Your certificate is no longer accessible on your computer.
5. You have lost control of your certificate, i.e., someone else may have access to it. This is a key compromise and you **must** provide the last date on which you alone controlled the use of the certificate.
6. Your role within your organization has changed and you no longer need a certificate.
7. A new certificate has been issued to you.

Once your certificate is revoked, you will no longer be able to submit information via the TSP Web site.

---

### III. SIGNATURE

The subscriber must sign and date this form after reading the subscriber statement.

---

### IV. HIGHER LEVEL APPROVAL

The Agency or Service official approving this request must sign and date this form. Also include the printed or typed name and title of the official and provide the telephone number and e-mail address of the official.

---

### V. PROOF OF IDENTITY

Two forms of picture ID are required to identify the subscriber. One of these must have been issued by the Federal government or a state or local government. Attach legible copies of these picture IDs to this form.